



**INDIANA ARTS  
COMMISSION**  
MAKING THE ARTS HAPPEN

## GRANT PERIOD:

July 1<sup>st</sup>, 2016 – June 30<sup>th</sup>, 2017

## PROGRAM DATES:

### \*Notice of Intent Due:

January 15, 2016 4:30 p.m. (EST)  
\*for applicants not currently an AOS grantee only

### Application Due:

March 3, 2016 4:30 p.m. (EST)

### Panel Review:

April 11, 2016 10:00 a.m. (EDT)

### Final Report Due:

July 14, 2017 4:30 p.m. (EDT)

## WORKSHOP:

<http://www.in.gov/arts/2489.htm>

**BUTLER** | JORDAN COLLEGE  
of the ARTS

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# AOS I Regional Initiative Grant FY2017 Region 7 Guidelines



Image Courtesy of Asante Children's Theatre

The Regional Initiative Grant (RIG) application must be completed in the Indiana Arts Commission's online grant system for applicants in **Region 7 (Boone, Hamilton, Hancock, Hendricks, Johnson, and Marion Counties)**. Internet links in this document provide further clarification and instruction. Please read linked information thoroughly.

These guidelines will be made available upon request to meet special needs.



*The Indiana General Assembly, Indiana Arts Trust, and the National Endowment for the Arts fund this program.*

## THE INDIANA ARTS COMMISSION

On behalf of the people of Indiana, the [Indiana Arts Commission](#) (IAC) advocates engagement with the arts to enrich the quality of individual and community life. The IAC encourages the presence of the arts in communities of all sizes while promoting artistic quality and expression. The IAC advocates arts development opportunities across the state, and stewards effective use of public and private resources for the arts. It stimulates public interest in, and participation with, Indiana's diverse arts resources and cultural heritage. [The IAC works to enhance public awareness of the arts, life-long learning opportunities, and arts education programs](#). Governed by a [15-member board of gubernatorial appointees](#), the IAC serves all citizens and regions of the state.

## REGIONAL ARTS PARTNERSHIP

Established in 1997 and working in collaboration with the IAC, the [Regional Arts Partnership \(RAP\)](#) exists to promote and expand arts participation in Indiana. The RAP structure provides local access to arts services and funding opportunities throughout the State of Indiana. Services include, but are not limited to, information and referral, technical assistance, and regranting of state and federal funds through the [Regional Initiative Grant Program \(RIG\)](#). The RIG program was developed to help provide Indiana citizens access to quality arts and cultural activities, with special attention to underserved communities. RIG programs include Arts Project Support (APS) and Mini grants, Arts Operating Support I (AOS I), and Arts Operating Support II (AOS II).

## ABOUT THE AOS I PROGRAM

### Description

The Regional Initiative Grant (RIG) Arts Operating Support I program will provide annual operating support for the ongoing artistic and administrative functions of **eligible arts organizations** that provide quality arts activities with special attention to underserved communities. "Underserved communities" include people lacking access to arts programs, services, or resources due to isolated geographic location, low income, age, race/ethnicity, cultural differences, disability, or other circumstances. Eligible arts organizations are organizations for which providing arts activities or services is the primary mission and purpose.

### Notice of Intent to Apply

Organizations NOT currently an AOS grantee must submit a Notice of Intent (NOI) by the deadline, and receive approval, to apply to this program. **ONLY complete if your organization is not currently receiving Arts Operating Support.** If your organization's NOI was approved last year (FY16), but did not receive funding, a FY17 Notice of Intent form is not required. Direct Notice of Intent questions to IAC Director of Programs, Paige Sharp at [psharp@iac.in.gov](mailto:psharp@iac.in.gov). The [Notice of Intent to Apply](#) form is **due January 15, 2016, 4:30PM EST**.

### Grant Period

Applications are submitted and paneled for FY2017 (July 1, 2016 – June 30, 2017). A yearly contract will be issued for grant recipients. Awardees are required to submit a Final Grant Report at the end of the grant period. The Final Grant Report form will be made available in 2017.

## Guidelines

It is essential to understand ALL of the guideline requirements. Organizations must be able and willing to fulfill every requirement listed to receive a grant for its application. Failure to do so may be deemed a breach of contract with the State of Indiana and can result in application rejection, delay in payment, and/or fund rescindment and required grant repayment.

## Grant Timeline

January 15, 2016 4:30 PM (EST)	<a href="#">Notice of Intent</a> to apply due
March 3, 2016 by 4:30 PM (EST)	Application due
April 11, 2016	Grant review panel
Early July 2016	Award notification
Sept-Oct 2016	First payment – 75%
July 14, 2017 by 4:30 PM (EST)	Final grant report due
Sept-Oct 2017	Second payment – 25%

## APPLICANT ELIGIBILITY REQUIREMENTS

1. Organizations that operate with arts as their primary purpose, mission, and focus;
2. Organizations that operate within a mission that describes **the arts as the primary purpose** of the organization as outlined in their Articles of Incorporation and/or Bylaws;  
**AND must also be one of the following:**
  - An arts producing organization,
  - An arts promoting organization,
  - An arts presenting organization,
  - An artist service organization,
  - An arts teaching organization,
3. Must be a private, nonprofit, tax-exempt agency, 501(c)(3) status from the Internal Revenue Service (IRS) OR an Indiana public entity (part of city or county);
4. Must be incorporated in the State of Indiana at the time of application;
5. Must be physically located in Indiana, with the majority of its arts programming, services, or activities taking place in Indiana, and must primarily serve and engage Indiana audiences and participants;
  - a. Nonprofit corporations that are based in another state must be registered in Indiana as a Foreign Corporation, have an Indiana address, and provide all IAC-funded arts activities in Indiana.
6. Must have operating history as an Indiana-based arts organization for two consecutive full years before applying to the Arts Operating Support grant program for the first time;
7. Must have a governing body that is representative of the organization's service area;
8. Must annually implement program planning and evaluation processes with input from the community to be served;
9. Must have a DUNS number;
10. Must operate year-round and provide arts services and programs directly for the benefit of the public;
11. Must provide an educational arts component to programs and services;

Must have an annual **cash operating income of \$50,000 or more** over a three-year average, as supported by the most recent Financial Statements.

#### **RESTRICTIONS/INELIGIBLE APPLICANTS**

**Funding in the AOS I Grant Program** will NOT be awarded for the following:

- Organizations whose primary purpose is not arts-based;
- Organizations whose primary purpose is educational or instructional e.g., schools, universities, colleges, etc;
- Entities that receive state operating support directly from the general assembly are **NOT** eligible for operating support. This includes any line items/support or contributions from the state within the organization's operating, facility, or other budgets or the organization being part of a larger state institution;
- Any organization whose sole or primary purpose is to fundraise (e.g., "friends of" groups, foundations, etc.) for an otherwise ineligible organization;
- Any organization with an outstanding Final Grant Report due to the Regional Arts Partner/Indiana Arts Commission or;
- An organization may not apply for IAC-based funding from both the IAC and a Regional Arts Partner or IAC administered Regional Initiative Grant program in the same fiscal year.

#### **APPLICATION REVIEW CRITERIA**

Application deadline for this Region is March 3, 2016 4:30 PM (EST). After receipt of completed application, the Regional Arts Partner will review materials to ensure that all required information was submitted. If any discrepancies are found (such as incomplete answers or uploads), the application may be ineligible for review.

Each eligible application will be reviewed and scored by a conflict-free panel of professional peers. The panel review will take place on April 11, 2016 and will be open to the public for observation and may be recorded. Applicants are invited and are encouraged to attend to hear feedback. The quality of the recorded session is not guaranteed. Applicants are invited as observers only and cannot lobby or address the panel on behalf of their applications before, during or after the panel meeting. The panel meeting and location will be posted on the RAP website and/or [IAC website](#).

Applications will be scored on a 100-point scale. The scores will be included as part of a funding formula to assist with the allocation of grant awards. Organizations that have a total score of 75 and over will be eligible for funding. Evaluation criteria details can be found on the [IAC website](#). Information submitted in the application will be reviewed according to the following evaluation criteria:

- Administration and Organizational Excellence (25 points)
- Arts Programming and Artistic Quality (25 points)
- Audience/Community and Visibility Efforts (25 points)
- Arts Education/Community Outreach (25 points)

## MATCHING REQUIREMENTS

All grant recipients must provide a match for every dollar provided by the Indiana Arts Commission with one dollar of the organization's own funds. The match may be a combination of in-kind – at least 50% must be cash. The cash match can constitute funds from the applicant organization's budget.

## GRANT AWARD DETERMINATION

Following the panel meeting, a Commission-approved funding formula is applied to determine the specific grant recommendations. The applicant does not request a grant amount. The grant amount is based on the average of the applicant's last three years of total cash income, panel's ratings, number of eligible applicants in the Region, and the dollars allocated to the Region.

The grant award cannot be more than 20% of the applicant's three year cash operating income average. These completed cash financial statements must have been approved by the organization's Board of Directors. The AOS I budget breakdowns are:

\$50,000 to \$99,999 (Average FY2016 grant for this Region was \$6,060)

\$100,000 to \$174,999 (Average FY2016 grant for this Region was \$12,848)

\$175,000 to \$249,999 (Average FY2016 grant for this Region was \$31,587)

The Indiana Arts Commission will review and ratify the funding recommendations at its June quarterly business meeting. Commission meetings are open to the public for observation and may be recorded. All applicants will be notified after the Commission ratifies the grant recommendations.

## STATE/PROGRAM GRANTEE REQUIREMENTS

Grant recipients must be able to meet the following program requirements to maintain good standing, grant compliance, and proper use of awarded funds with the state. Detailed information on these requirements can be found at the following link:

<http://in.gov/arts/2387.htm>. Contact the IAC if you have additional questions.

- **Form E-1, Business Entity Report, IRS W-9 and Direct Deposit Form:** Grantees are required to file an [Entity Annual Report \(Form E-1\)](#) with the State Board of Accounts (organizations and individuals), maintain an active [Business Entity Report](#) with the Indiana Secretary of State (not individuals), and accurately complete [IRS W-9](#) and [Indiana's Direct Deposit form](#) for payment.
- **DUNS Number:** All applicants must have a DUNS number to complete an application. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of businesses. Call or use the following link to apply for a free DUNS number at: <http://fedgov.dnb.com/webform>.
- **Four Public Official Letters to the governor and legislators:** All grantees are required mail or email letters directly to their public official(s). One of the required letters must be to the governor. Grantees can find their representatives by [clicking here](#) (organizations serving multiple counties can include legislators in the areas served.) Letter examples may be found [here](#):

### Letter documentation is required as follows:

- **First two letters: Submit copies with Contract**  
*Thank public official(s) for making public funds available, and raise awareness about the upcoming funded activity(ies). Take the opportunity to share information about*



*you, your project, and/or organization and invite them to an upcoming activity or event.*

- **Second two letters: Submit copies with Final Grant Report**  
*Write at the end of the grant period/project. Thank public official(s) for making public funds available for the arts and describe the impact of those dollars on their community and state.*
- **Grant modification (if change is necessary):** Grant recipients are required to submit a Grant Modification when one or more of the following apply:
  - A form has been requested by the Program Manager (the contact on the first and last page of these guidelines). This can occur at any time during the grant cycle.
  - The total budget income or expense will deviate by 20% or more.
  - The grantee anticipates significant changes to who, what, where, when, or how.Contact the Program Manager (the contact on the first and last page of these guidelines) prior to submitting a [Grant Modification](#) form. Grantees may be required to return grant money to the IAC if this procedure is not followed.
- **Acknowledgements & Recognition:** Grant recipients must credit funding support by including Regional Arts Partner (RAP), IAC, and NEA logos OR written/verbal acknowledgement on all grant-related promotional materials. For more information or to download logos, consult the IAC [website](#). Region specific Acknowledgement Guidelines are located here: <http://www.in.gov/arts/2489.htm>. If you need special assistance, contact the Director of Marketing and Communications by phone at (317) 232-1273 or by email at [rvanzant@iac.in.gov](mailto:rvanzant@iac.in.gov).
- **Final report:** All grantees must submit a completed Final Report due July 14, 2017 at 4:30 PM (EST).  
The Final Report is accessible through the [IAC online grants system](#). For grant recipients that do not submit a report by the deadline, the following will result:
  - For reports up to one week late, an automatic 15% will be deducted from the grantee's total grant award;
  - For reports later than one week and up to two weeks late, the entire final grant payment will be rescinded and;
  - After two weeks, the grantee's full grant will be rescinded, and the grantee will be ineligible to receive funds for the next cycle of any IAC grant opportunity.
- **Clearance Check Requirements:** Grantees must go through a mandatory clearance check to ensure that they are in good standing with the Department of Revenue (DOR) and Department of Workforce Development (DWD). If the clearance is denied by either agency, the grantee will be contacted by the IAC and provided with contact information to assist in resolving the issue. The IAC allows up to 30 days to rectify the problem. At the end of this deadline, the clearance check will be performed again. If the clearance check is denied a second time, grantees risk losing funding for the Fiscal Year.
- **Monitoring/records retention and tax responsibilities:** Grantees must provide access to any books, records, documents, and papers pertaining to the grant for purposes of program or financial review by the IAC or its partner agents. Adequate records need to be maintained to substantiate financial and program information reported to the IAC for a period of no fewer than three years. Grantees are responsible for all tax obligations under [federal, state, and local laws](#). Consult a tax accountant or local Internal Revenue Service office. Grant monies cannot be used to pay taxes.

- **Public manifestation, fair labor, drug free, and civil rights:** The signed Grant Agreement indicates that the organization and its representative understand the detailed information provided at this [link](#) and are in compliance with these laws.
- **E-Verify Memorandum of Understanding (SEA 590):** Senate Enrolled Act 590 (SEA 590), signed into law by Governor Mitch Daniels in May 2011, stresses that State agencies cannot award a grant of more than \$1,000 to a grantee unless the grantee documents enrollment and participation in the E-Verify program, affirming that a grantee does not knowingly employ an unauthorized alien. An explanation of the legislation can be found [here](#). Your organization must comply with this legislation upon acceptance of your grant or you risk losing the grant and rescinding of any funds paid. You can find more information at the [E-Verify website](#).

## FUNDING RESTRICTIONS

The funding from the grant award may be used to support most aspects of the arts organization's annual operating expenses (not including capital expenses). Acceptable expenses include artists' fees, administrative fees, staff development and training, space and equipment rental, promotional costs, personnel and production costs, and supplies needed to support the programming activities. IAC funds can provide fee subsidies to presenting organizations that wish to purchase the grantee's services.

The grant award funding may not be used to cover unacceptable expenses that include: cash reserves; deficit reduction, or deficit elimination; events in private dwellings or other locations not open to the general public; consumable supplies and materials; capital acquisitions (purchase of artwork, etc.); capital expenditures; equipment, restoration, or new construction of buildings; travel outside the United States; indirect costs or underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities; projects to be delivered outside the state of Indiana; project expenses outside the grant period; and activities that are solely for the purpose of fundraising, private functions, religious services, lobbying activities, or any non-public activity.

## PAYMENT SCHEDULE

All payments are contingent upon adherence to all grant guidelines and reporting requirements. The first grant payment will be for 75% of the total award. The second and grant payment will be for 25% of the total award. It takes approximately three months from the time the correctly completed forms are submitted until the recipient receives the payment. If the grantee fails to comply with the contract, reporting, logo, or the letter to elected officials requirement, the IAC may rescind the entire grant amount and this may jeopardize future grants from the Indiana Arts Commission.

## RECONSIDERATION POLICY AND APPEAL PROCESS

The reconsideration process is designed to review the method and fairness of the IAC decision concerning a grant application. This process is not intended to impose a different panel's choices/judgment over the original panel's decision. Dissatisfaction with the denial of a grant or the amount of an award is not sufficient reason for an appeal. For more information refer to the website at: <http://www.in.gov/arts/2680.htm>.

## SUBMISSION INSTRUCTION/RESTRICTIONS

### How to apply

All applicants and grant recipients are required to create and update the profile information in the [online IAC grants system](http://www.in.gov/arts/onlineapplications&reports.htm). The profile information must contain the current, primary contact's email address. The RAP/IAC staff cannot provide advanced technical help for computer or software-related problems.

For more information on how to use the IAC online system refer to the IAC website link: <http://www.in.gov/arts/onlineapplications&reports.htm>. It is strongly recommended that applicants begin the online application before the due date to handle any unforeseen technical problems.. Late applications will NOT be accepted.

### Artistic documentation

Artistic documentation is optional for this Region.

Applicants must only submit **one** of the following:

- o one (1) to five (5) still images (JPEG, RGB, 1920 x 1920 pixels, 72 dpi) – (click [here](#) for additional information including formatting help); OR
- o one (1) to five (5) document pages (PDF, DOC (Word 97-2003 only); OR
- o one (1) music files (WMA or MP3 format and under 4MB); OR
- o one (1) video files (DVD or YouTube).

Images and audio files must be uploaded online; video samples must be mailed to the RAP. Music or video files may not exceed five (5) minutes in length. If you upload to YouTube you must provide a direct link in the application. Attach the YouTube link in the space provided. Applicant assumes full responsibility. The RAP cannot be responsible for technical problems on 3<sup>rd</sup> party sites.

### Submission confirmation

Successful submissions will be accompanied by a confirmation email. If a confirmation email was not received, the application was NOT correctly submitted. Only submit the electronic copy, a “physical” copy is no longer required or accepted. An online submission indicates agreement with, and adherence to, this entire document, including its embedded website links.

### Accessibility

Grant applicants are required to assure that all arts programs, services, and activities made possible with Indiana Arts Commission funding and all facilities in which such programs, services, and activities are held (whether owned, leased, or donated to the Applicant) will be accessible to people with special needs, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted. The Accessibility Self-Assessment Checklist guide can be found at the following link: [http://www.in.gov/arts/files/Accessibility\\_Checklist.pdf](http://www.in.gov/arts/files/Accessibility_Checklist.pdf).

### Applicant Restrictions

Only one application is allowed per year, per organization or 501(c)(3) for a grant in any of the following IAC grant categories: Arts Project Support and mini-grants, Arts Operating Support I, Arts Operating Support II, Arts Operating Support III. If special funding opportunities arise, some



deviation from this rule may be permitted on a case-by-case basis at the discretion of the IAC and the funding source. Public entities, chapters/affiliates, and fiscal agent relationship will be handled on a case-by-case basis.

The submitted application and electronic signature is the organization's indication that its representatives have read, understand, and will complete and comply with the requirements listed for this grant program – from application to final reporting if applicable.

## **FOR MORE INFORMATION**

For questions concerning the Region 7 RIG AOS I FY17 program and application development please contact the regional Program Manager below:

Robert Burnett, Regional Services Director  
317) 940-6898  
[bburnett@butler.edu](mailto:bburnett@butler.edu)